

Advocate Case Roadmap

The following provides a general outline to guide you through your case. Every case is unique, contact the CASA Office any questions or concerns arise

GETTING STARTED

- ☐ Review copy of court files received from the CASA office
- ☐ Contact the GAL & Caseworker assigned to the case
 - Determine where child(ren) is living and where he/she attends school/daycare
 - Get copies of all pertinent information
 - Note visitation schedule between parents and child(ren)
 - Get date of next FST meeting
 - Get names and contact information of other family members involved
- ☐ Contact parents and foster parents to setup separate initial meetings
- ☐ Meet the child(ren) within 10 days of assignment
- ☐ Contact other service providers/schools

ON-GOING MEETINGS AND CONTACTS

- ☐ Meet with child(ren) at least twice per month (at least once in the home where children are placed)
- ☐ Observe child(ren) in other settings (school lunch, parental visitations, etc.)
- ☐ Meet with parents and foster parents
- ☐ Monitor case plan and court orders
- ☐ Speak with teacher/school counselor. Request Ed. Records
- ☐ Request mental health records & meet with therapists
- ☐ Request medical records and meet physician if needed
- ☐ Speak with and question grandparents, aunts/uncles and family friends
- ☐ Meet with others involved in child's life/situation

AS THE CASE PROGRESSES...

Review all important documents as they become available, such as:

- ☐ Disposition plan
- ☐ Written Service Agreement for each parent
- ☐ Previous DFS records
- ☐ Psychological records- for child and parents
- ☐ School records
- ☐ Criminal records
- ☐ Medical records
- ☐ Drug tests
- ☐ Court orders
- ☐ Any other documents that are pertinent to the case

Keep track of:

- ☐ Hours worked and miles traveled on your case each month in Optima
- ☐ Contacts made during the month in Optima
- ☐ Future court and FST dates

REPORT WRITING

- ☐ We do not assume that all information known by the Case Manager or attorneys will be brought to the Court's attention-put ALL pertinent information in your report
- ☐ Email your report to the CASA office by the Wednesday before the court date
- ☐ Forward on your court report to your FST members
- ☐ Write and submit to CASA office any addendums if important information

COURT DATES

- ☐ Arrive on-time and professionally dressed
- ☐ Bring a copy of your latest court report
- ☐ Speak with CASA staff with any last-minute questions

*****Always remember that we are advocating for the child's best interest, and please contact the CASA office with questions or concerns at any point in your case!***